

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

July 23, 2007

CALL TO PODIUM:

Peter Geiling
Capital Projects/Facilities
Director

RESPONSIBLE STAFF:

Peter Geiling
Capital Projects/Facilities
Director

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
<input checked="" type="checkbox"/>	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Authorizing the City to Enter into a Contract for Security Services (\$110,000)

SUPPORTING BACKGROUND:

Over the past several years, contract security services have been provided at the City parking garage and several other City facilities. At this time, the City requires improved services which would include better coordination with the Police, the ability to respond to security alarms at other facilities, and more detailed reporting.

Staff contacted seven local jurisdictions to see how they were meeting their security needs in determining the best approach for Gaithersburg. In the process staff inquired if they had existing contracts with a COG rider clause. City staff was able to locate a security contract that was competitively bid through Arlington County that met our requirements at an attractive price.

The proposed contractor, CES Security, currently provides security services to Arlington County, Howard University, the City of Alexandria, Washington Real Estate Investment Trust, and the Space Telescope Institute. CES is based in Baltimore with offices in Silver Spring. Staff is requesting that the Mayor and City Council authorize the City Manager to utilize the Council of Governments (COG) rider clause on Arlington County Government contract #369-05LW (\$110,000) for the provision of security services. There are sufficient funds budgeted in the Facilities Operating Budget No. 1150-536800 for security services

The proposed contract arrangement between CES and the City provides for security patrol services seven (7) days-a-week from 6 p.m. to 6 a.m., including holidays. The contractor will patrol areas in Olde Towne including the parking garage, City Hall, the B&O Freight Station Area, and Olde Towne Teen Center. The contractor will also patrol Bohrer Park, and respond to security alarms at various City facilities.

Continued on next page....

DESIRED OUTCOME

Vote on Resolution

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The contract will be managed through the Department of Facilities and Capital Projects in close coordination with the City Police which has been emphasized to the contractor. The CES employees will be equipped with Nextel phones which the Police can use to contact them directly. The CES employees will check-in nightly with the sergeant on duty.

Below is the list of seven jurisdictions that staff researched in determining the contract vehicle that best met the City's requirements:

Jurisdiction	Contract	Hourly Rate	Notes
Frederick County	No	N/A	Currently looking into options
Howard County	No	N/A	Currently pursuing a contract. No estimate when one will be awarded.
Montgomery County	Yes	\$25.23	Base contract rate of \$21.40 for a roving patrol does not include charges for supervision, overhead, fringe benefits, and profit. Including the additional charges creates an effective hourly rate of \$25.23
Anne Arundel County	No	N/A	Security is provided in-house. No roving patrol.
Arlington County	Yes	\$20.81	Rate includes profit, overhead, and adjustment for roving patrol.
Rockville	No	N/A	
Frederick City	No	N/A	

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Peter Geiling Date of City Council Meeting: July 23, 2007

AUTHORIZING

Purchase X Award Contract _____ Transfer Funds _____ Negotiate / Execute a Contract _____

RFP INFORMATION:

Advertisement Date N/A

Newspaper(s) _____

Bids Received (date) _____

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Enter into contract for security services for City facilities utilizing the Arlington County, Virginia contract #369-05LW Council of Governments rider clause.

CONTRACTED/PURCHASE FROM:

Company Name: CES Security

Street Address: 115 McHenry Avenue

P. O. Box Number: _____

City/State/Zip: Baltimore, MD 21208-3703

CONTRACT/PURCHASE AMOUNT: \$110,000

Check One: In the Estimated Amount of X Not to Exceed _____

FUNDS TO BE EXPENDED FROM: Operating Budget X Capital Improvements Budget _____

Acct. No. 1150-536800, Security Services

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available _____ Not available _____

Finance Dept. _____ Date _____

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO ENTER INTO A
CONTRACT FOR SECURITY SERVICES FOR CITY FACILITIES

WHEREAS, Section 57 of the City Charter provides that the City Council may permit negotiations of contracts without sealed bids for products and services, where in the opinion of the Council, the interests of the City would be best served by negotiated contracts; and

WHEREAS, the Mayor and City Council have elected to utilize the rider clause to include all provisions of the contract with modifications for the City of Gaithersburg's Specifications; and

WHEREAS, CES Security, will provide security services for the City of Gaithersburg in conformance with the general terms and conditions of Arlington County Government contract #369-05LW; and

WHEREAS, a four-year contract for the provision of security services was awarded by Arlington County Government on April 24, 2006, which included a Council of Governments rider clause:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to enter into a contract for one year with the option to extend for additional years in accordance with the Arlington County contract for Security Services for City facilities with CES Security, 115 McHenry Avenue, Baltimore, Maryland 21208-3703, in the estimated amount of One Hundred Ten Thousand Dollars (\$110,000); said funds to be expended from the Operating Budget.

ADOPTED by the Mayor and City Council this 23rd day of July, 2007.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council
in public meeting assembled on the 23rd day
of July, 2007.

David B. Humpton, City Manager